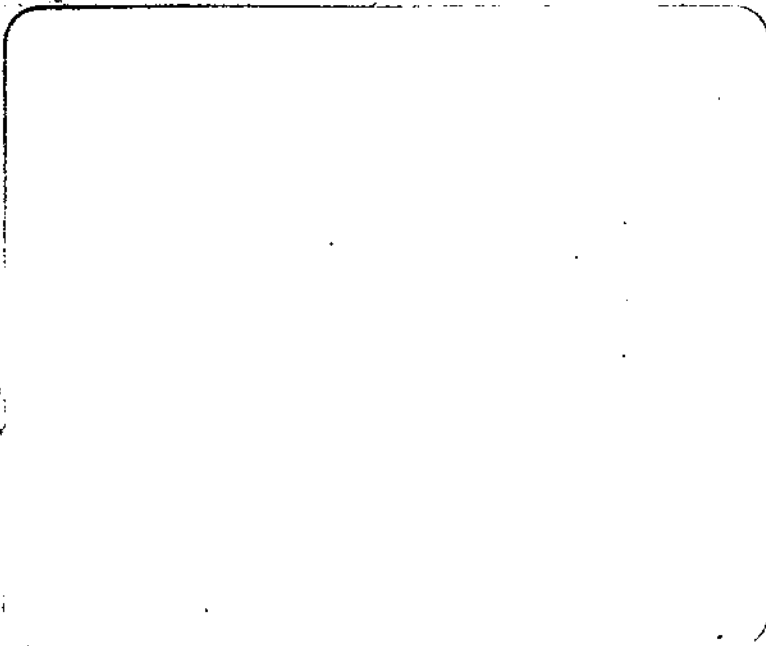


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PRESERVATION

Standards For Approval

Level One

Child and Family Support Services

*These are the revised standards for Child and Family
Support Services under section 396 of the Children,
Young Persons and Their Families Act 1989*

November 1995

CONTENTS

Introduction	page	5
Approval Information	page	6
Standard 1 Paramourncy	page	16
Standard 2 Intake	page	17
Standard 3 Cultural Appropriateness	page	18
Standard 4 Assessment	page	19
Standard 5 Planning	page	21
Standard 6 Placement	page	23
Standard 7 Non-Family Care-givers	page	25
Standard 8 Review of Placements	page	26
Standard 9 Returning Home	page	27
Standard 10 Provision of Care	page	28
Standard 11 Discipline	page	29
Standard 12 Complaints Procedure	page	30
Standard 13 Staff Recruitment	page	31
Standard 14 Vetting of Staff	page	32
Standard 15 Training	page	33
Standard 16 Supervision	page	34
Standard 17 Management Structure	page	35
Standard 18 Financial Management	page	37
Standard 19 Monitoring	page	38
Standard 20 Disaster Management	page	39
Standard 21 Occupational Health / Safety	page	40
Glossary of Terms	page	41
Principles of the CYPF Act	page	42
Application Form		



INTRODUCTION

Included in this booklet are the standards which the New Zealand Community Funding Agency (NZCFA) has set for Child and Family Support Services. These standards have been revised to meet the new requirements of the amendment to the Children, Young Persons and Their Families Act 1989. The standards ensure that organisations approved as Child and Family Support Services have intake, assessment and referral procedures in place.

NZCFA has developed a new approach to assessing organisations' service quality, management and administration of their services against the standards. This approach recognises that organisations are at very different stages of development and that organisations require flexibility to provide services in their own way.

When you seek approval to provide a Child and Family Support Service a NZCFA Outreach Worker will discuss these standards with you. Only those organisations that are approved may provide residential care for children. Your Outreach Worker can also offer you assistance in resolving any difficulty your organisation may have in meeting the standards in this document.

My staff and I look forward to working with you.



Wendy Reid
Acting General Manager
New Zealand Community Funding Agency



APPROVAL INFORMATION

Who Requires Approval

Any organisation that wishes to provide residential care for children or young persons needs to be approved as a Child and Family Support Service under s.396 (3) of the Children, Young Persons and their Families Act 1989 (CYPF Act). This includes those organisations wishing to provide for custody and additional guardianship of children and young persons. A Child and Family Support Service can be defined as an organisation or body which has been approved by NZCFA (to the Level 1 standards) under section 396 (3) of the CYPF Act. A Child and Family Support Service is approved as suitable to provide custody, care, and additional guardianship services to children and young persons.

Individuals can not be approved as Child and Family Support Services. Organisations or bodies may apply for approval whether they are unincorporated or incorporated. A number of organisations may form a consortium of services and together may apply for approval as a Child and Family Support Service.

All Child and Family Support Services must appoint a Director of their service, for the purposes of the Act. Where an organisation has another position in place (for example a Chief Executive) the position specification should note that this person is the Director of the Child and Family Support Service for the purposes of the CYPF Act.

Basis of Approval

The basis of approval for a Child and Family Support Service as defined under the CYPF Act (section 397) is whether the organisation seeking Approval is:

- Suitable to act as the custodian or guardian of children and young persons; and
- Capable of exercising or performing the powers, duties and functions conferred or imposed under the Act on a Child and Family Support Service.

A range of additional, discretionary services (e.g. counselling, cultural/tikanga development) to further the objects of the Act may also be provided. These would require separate Approval as a Community Service under section 403 of the CYPF Act (NZCFA Standards Level 2).

Process for Approval

The process for getting approval is as follows:

- Your organisation will be provided with the new standards booklet (including the application form) and the "Guide to the Amendment to the CYPF Act".



- Your organisation will then be visited by a NZCFA Outreach Worker, who will obtain documentation about the way your service works, assess your service against the NZCFA standards and write a draft report.
- You will then receive notification about the outcome of your application, and a copy of the final report.

Declining Approvals

All standards must be met before approval can be given.

Declining approval will be considered if your organisation is unable or unwilling to meet the standards.

If it is proposed to decline approval, your service will be provided with a copy of any information on which the proposal is based and you will have a reasonable period of time to present a submission to NZCFA. The usual period of time NZCFA considers reasonable is 60 days, however, a longer period can be negotiated.

Approval with Conditions

If your organisation is able to meet most standards for approval and is likely to be able to meet the remaining standards, an approval with conditions may be granted for a specified time period, prior to the commencement of service delivery, during which the service provider is working to meet the legislative and remaining NZCFA requirements.

The special identified conditions must be met prior to commencing the delivery of services and the special conditions to which the approval is subject will be clearly stated in the Approval notification.

Your NZCFA Outreach Worker will discuss with you the standards that your organisation must meet and assist you to work towards meeting these standards. If the conditions, stated in the Approval document, have been met when your service is reassessed, a full Approval without conditions will be granted allowing service delivery to commence.

Assessments

NZCFA will formally review all approved organisations annually to ensure that the required standards are being maintained. This will include assessment of the operation of the service, the standards of care being provided and the practices and procedures of the service. The assessment will be based on information gathered from monitoring visits described under part 8 of the CYPF Act, and testing of the key policies, procedures and



controls of the service. A draft report on the assessment shall be prepared and a copy supplied to the relevant Child and Family Support Service for comment.

If it is found that the required standards are not being met, this will be discussed with your organisation. Improvement in service delivery can usually be negotiated as part of a development plan and this will be documented and monitored by NZCFA. If the required standards are not met as the result of a development plan your approval status will be revoked.

Any serious breach of standards may result in the approval being suspended or revoked, or both.

A copy of the final report on the assessment will be provided to the person identified as the Director of the Child and Family Support Service. The process of annual assessment should be completed within 3 months of the anniversary date of the approval.

NZCFA Powers of Assessment

NZCFA has wide powers in carrying out an assessment of an organisation either seeking approval, or approved, as a Child and Family Support Service. Section 401 of the CYPF Act outlines these powers.

401. Powers of person carrying out assessment of Iwi Social Service or Cultural Social Service or Child and Family Support Service –

- (1) For the purpose of carrying out an assessment of an Iwi Social Service or a Cultural Social Service or a Child and Family Support Service under section 400 of this Act, a Social Worker or other officer of the Department authorised by the Director-General may –*
 - (a) At any reasonable time enter any premises that are occupied by the Social Service or Support Service and that provide residential accommodation for children or young persons who are in the care or custody or under the guardianship of the Social Service or Support Service and inspect any part of those premises:*
 - (b) Interview –*
 - (i) The Convenor of the Social Service or, as the case requires, the Director of the Support Service:*
 - (ii) Any officer or employee of the Social Service or Support Service:*
 - (c) Communicate with any person having the care of any child or young person who is in the care or custody or under the guardianship of that Social Service or Support Service and with that child or young person:*



- (d) *Examine any documents or records that are held by that Social Service or Support Service and that relate to any child or young person who is in the care or custody or under the guardianship of the Social Service or Support Service.*
- (2) *Every Social Worker or officer shall give reasonable notice of that person's intention to enter any premises pursuant to subsection (1) (a) of this section to the Social Service or Support Service concerned.*
- (3) *Every Social Worker or officer shall, on entering any premises under this section, and when requested at any subsequent time, produce –*
- (a) *Evidence of that person's authority to enter the premises; and*
- (b) *Evidence of that person's identity.*
- (4) *Any Social Worker or officer who is carrying out an assessment under section 400 of this Act may at any time be accompanied by such other person or persons (including a registered medical practitioner) as may be necessary to carry out the assessment.*

Monitoring

In order to have sufficient information to make an annual assessment of a Child and Family Support Service, monitoring will take place.

This will include on a regular basis:

- Making monitoring visits which will include talking to staff and with agreement from the organisation and where appropriate, clients of the service.
- Analysing any written reports provided as part of any funding contract with NZCFA.
- Viewing of certified audited annual accounts.
- Obtaining a formal report from New Zealand Children, and Young Persons Service (NZCYPS) where they are using a particular Child and Family Support Service.
- Examining statistical records, documents and casework records (usually these will be anonymous) relating to children and young persons in the care of the service.

Commitment to the Prevention of Child Abuse

The amendment to Section 7 of the Act places new duties on the Director General of Social Welfare to promote awareness of child abuse by education and publicity. It also requires the Director General to develop and implement protocols for agencies, both governmental and non-governmental, professional groups and occupational groups for the reporting of child abuse. The Director General is also required to monitor the



effectiveness of these new protocols.

All inquiries which indicate that a child or young person is in immediate danger of harm, and whose safety needs to be secured should be referred directly to NZCYPS, or to the Police under Section 15 of the CYPF Act.

NZCYPS have guidelines available to assist organisations in the development and implementation of protocols. Service Providers are encouraged to consider the following points when developing and implementing a protocol for the prevention of child abuse.

- A statement of commitment to the prevention of child abuse and the protection of children which includes the role and responsibility of Child and Family Support Services and a commitment by the Service to respond to all incidents of suspected child abuse;
- Protocols for referring matters of concern to NZCYPS or to the Police;
- Staff and care-giver training which maintains and increases awareness of how to prevent, recognise and respond to child abuse and the issues pertaining to abuse;
- Procedures in place for dealing with allegations of abuse by staff members and care-givers (see Standard 12);
- Employment policies which ensure that staff and care-givers are screened for previous convictions relating to abuse of children or young persons.(see Standard 14);
- Procedures for the supervision and/or support of staff which protect children from abuse and staff from unwarranted allegations of abuse;
- Publication of the child protection policies of the organisation.

Revoking and Suspending

In situations where NZCFA has serious concern about the ability of your organisation to continue to meet the Standards, or where a development plan agreed to at assessment is not met within the time limit, suspension and/or revocation can be considered.

The powers of revocation and suspension are laid out in Section 399 of the CYPF Act, and are attached as an extract at the end of this booklet.

Suspension allows NZCFA to require an organisation to immediately cease operating.

Suspension is only undertaken in situations where there is a serious breach of the approval standards and the principles of the Act resulting in risk to children and young persons. Examples of situations that would likely result in Suspension include; a serious accident resulting from negligence, abuse of children and young persons within the service, or Police action taken against paid or volunteer workers.



Revocation is an action which formally removes the approval status of an organisation and its legal authority under the CYPF Act.

When NZCFA proposes to take revocation proceedings against an organisation, the organisation is notified in writing, identifying the reasons for the revocation.

The organisation is given at least 60 days before the General Manager of NZCFA considers the matter. During this period, the organisation has the opportunity to make submissions which may include an outline of a strategy to remedy the problems and guarantee compliance with the standards. The negotiations over service improvement will be documented by NZCFA and those remedies agreed will be specified clearly with time frames attached. The General Manager shall take account of an organisation's submission.

In the event of there being evidence to indicate that a Service Provider is failing to continue to meet the NZCFA Standards for Approval the following steps shall be taken.

1. NZCFA shall write to the Service Provider advising:
 - i) which of the NZCFA standards for approval the Service Provider is failing to meet;
 - ii) the evidence that supports the allegation that the requisite standards are not being met;
 - iii) that if all Standards are not met in accordance with the NZCFA Standards for Approval document within two months of the date of the letter the Approval will have deemed to have lapsed and revocation proceedings will follow.
2. The Service Provider shall respond, in writing, within 14 days stating either:
 - i) that the Service Provider disputes the NZCFA allegation that the Standards for Approval are not continuing to be met and that the Service Provider is therefore seeking a reassessment of their service within one month. The reassessment is to be conducted within 1 month by two Assessors from NZCFA (being two NZCFA Outreach workers).
 - ii) that the Service Provider will undertake to meet all NZCFA Standards for Approval within 2 months and stating the Service Provider's strategy for meeting all Standards for Approval within the 2 month period. At the conclusion of the 2 month period a further reassessment will be conducted by two Assessors (being two NZCFA Outreach workers).
3. Within 5 working days of the second assessment being concluded, the written assessment report by the Assessors shall be forwarded to the NZCFA National Office.

Within 10 working days of the assessment report arriving at the NZCFA National Office, a decision will be made as to the approval status of the Service Provider, and



the Service Provider advised that either;

- i) the report confirms that the Service Provider now meets all NZCFA Standards for Approval and therefore NZCFA Approval is continued.
 - ii) the report confirms that the NZCFA Standards for Approval are not being met by the Service Provider and in that event a letter shall be sent to the Governing Body of the Service Provider informing them that the NZCFA Approval has been revoked on the grounds of non compliance with the NZCFA Standards for Approval.
4. If a Service Provider has its approval status revoked, it may, within 14 days of receipt of the advice, lodge an appeal against the decision. The appeal shall involve a meeting between two representatives of the Service Provider, the Assessors involved in the assessments, the NZCFA Operations Manager and the NZCFA General Manager.
 5. The Service Provider shall be advised of the decision on appeal, no later than 7 days after the date of the decision.

Relinquishing Approvals

If your organisation wishes to stop acting as a Child and Family Support Service, you will need to advise NZCFA of this in writing. NZCFA will then revoke your Approval. This revocation is with the consent of your organisation.

If your organisation wishes to stop operating as a Child and Family Support Service, you must first discharge any care, custodial or guardianship responsibilities you have for any children or young persons.

In the case of extended-care agreements under Sections 140 or 141, you will need to end these agreements in the manner specified in the agreement (Section 146 (c) of the Act), or, where a Court order has been made in favour of your organisation, have that order varied or discharged. The Court will then consider whether there are continuing care and protection concerns for the children or young persons which require alternative care, custodial or guardianship arrangements to be made.

In the case of temporary care under a temporary care agreement (section 139) the Child and Family Support Service is required to assess the needs of the child or young person and discuss with the parents, guardian or persons who have entered into the agreement, what are the best options for the child or young person.

Principles of the Act

There are a number of principles to the Act which guide the operation of a Child and Family Support Service. Section 13 of the CYPF Act outlines the principles for the Care



and Protection of Children and Young Persons. These principles must be accepted and promoted by your organisation in your care of children and young persons. Section 5 of the CYPF Act outlines General Principles and Section 7 the Duties of the Director General. The requirements should also be known to Child and Family Support Services. These extracts from the Act are attached at the end of these guidelines, before the Schedule of Standards.

Role of Child and Family Support Services

Under the CYPF Act, Child and Family Support Services have an independent role from the New Zealand Children and Young Persons Service (NZCYPS) in the provision of certain services to children, young persons and their families. They work alongside NZCYPS, which is the Government organisation with a large range of statutory powers.

In certain aspects of their role Child and Family Support Services have the same responsibilities and many of the same powers as NZCYPS. The amendments to the Act have clarified this and allow staff employed by Child and Family Support Services to report directly to the Court where the Court requests this.

Child and Family Support Services are not, however, empowered to take emergency action to secure the safety of children or young persons at risk of harm. This emergency action is the responsibility of NZCYPS or the Police even where the child or young person has already been receiving services from a Child and Family Support Service.

Where a Child and Family Support Service wishes to make an application for a declaration that a child or young person is in need of care and protection, it can seek leave of the Court to do so.

Child and Family Support Services may provide care for children and young persons under the range of agreements and court orders, however, they may only be appointed as additional guardians of children and young persons and not sole guardians.

Care for Children or Young Persons with Severe Disability

Child and Family Support Services who wish to have the care of children or young persons with severe disability under Section 141 agreements must now meet additional standards. These standards are designed to ensure that the organisation has the capacity to provide care for the special needs of these children or young persons. The appropriateness of facilities and adequacy of staffing to care for, or alternatively to supervise a placement elsewhere and ensure the provision of adequate and appropriate care, will also need to be certified by a person authorised by the Director-General of Health before a S.141 agreement can be entered into.



If your Child and Family Support Service wishes to have these responsibilities you are referred to the new NZCFA standards booklet which outlines the new standards for approval for Child and Family Support Services providing care for children and young persons with severe disabilities.

Youth Rehabilitation Services (Residential)

Organisations providing a residential rehabilitation programme for young persons aged between 14 years and under 17 years (but not including any person who is or has been married) now require approval as a Child and Family Support Service. These services will be assessed against a new set of Standards specifically designed to assess rehabilitation services for young persons, including those who are placed with the organisation through the youth justice and care and protection provisions of the CYPF Act. Examples of programmes that would require such approval include; solvent abuse programmes and residential therapeutic programmes for young sexual offenders. If your organisation provides this type of service you are referred to the new NZCFA standards booklet "Standards for Approval – Level One Youth Rehabilitation (Residential)."



STANDARDS

The overall objectives of NZCFA Child and Family Support Services standards is to satisfy the Agency that the organisation is suitable to act as the custodian or additional guardian of children and young persons and is capable of exercising and performing the powers, duties and functions conferred or imposed on it by or under the CYPF Act as a Child and Family Support Service

NZCFA recognises that organisations seeking approval as Child and Family Support Services are in different stages of development. While it is important to provide as much detail as possible for developing services, well established providers must have the ability to provide services in their own way. The measures have been presented in a form that captures this need for flexibility.

The standards are presented in the following way:

The **overall standard** which is to be met is shown in a **blue box** at the top of each page.

Below this in a double lined blue box are the measures for this standard which **MUST** be met. These are the aspects of service delivery which NZCFA workers will be looking for and which demonstrate that the standard is being met. All legislative and NZCFA requirements are indicated by the use of a **double lined box**.

Below the legislative and NZCFA requirements are a range of examples of practice which allow room for difference in the way that organisations **MAY** operate their services. These are indicated by the use of a **single, blue line box**.

The way in which the organisation demonstrates that it is meeting the standard and can assure the quality of service delivery will be documented in the assessment process and subsequent review documents.

Throughout the standards, interpretation of some statements or terms is offered in italics.



SCHEDULE OF STANDARDS

STANDARD 1: PARAMOUNTCY

ALL SERVICES OR PROGRAMMES REFLECT THE PRINCIPLE THAT THE WELFARE AND INTERESTS OF THE CHILD OR YOUNG PERSON SHALL BE THE FIRST AND PARAMOUNT CONSIDERATION.

The sort of things which an Outreach Worker will be looking for to assess paramountcy for children, young persons and families may include:

- **The service or programme is consistent with Section 6 of the Children, Young Persons and Their Families Act 1989.**

In all matters relating to the administration or application of this Act (other than Parts IV and V, sections 351 to 360) the welfare and the interests of the child or young person shall be the first and paramount consideration, having regard to the principles set out in sections 5 and 13 of the Act.

- **That issues of well being and safety of children and young persons are addressed.**
- **Where possible there is involvement of family and the family group in the services or their participation in the programme.**



STANDARD 2: INTAKE

ALL ORGANISATIONS HAVE A PROCESS FOR INTAKE.

NZCFA defines intake as the process by which an organisation makes an initial assessment and response to a request for services. The response may be to provide some information, to make a referral to another agency or to provide some further services.

The organisation must be able to demonstrate to the Outreach Worker that there is:

- 1. An intake system which records details of those clients who are to receive further services from your organisation. These details should include names of children and young persons, their age, gender, and ethnicity.**
- 2. A record of ethnicity which is self identified by the families concerned.**
- 3. Iwi/hapu affiliations for Maori children and young persons.**
- 4. Specific Pacific Island affiliations for Pacific Island children and young persons.**
- 5. A protocol in place for making referrals to appropriate organisation such as NZCYPS.**
- 6. Evidence that the interests of the child or young person are the first and paramount consideration.**

The sort of things which the Outreach Worker will be looking for in an intake system may include:

- A protocol for responding to inquiries.**
This includes the appropriate way of taking referrals, (phone, letters of referral, formal contacts), who in the service is responsible for responding, and how quickly responses should be made.
- A means of categorising initial service needs to determine urgency and appropriateness.**
- A procedure for consultation with a senior staff member, and assessment of the service need(s).**
- Protocols for making referrals to other agencies such as NZCYPS or the Police.**



STANDARD 3: CULTURAL APPROPRIATENESS

ALL ORGANISATIONS PROVIDE SERVICES WHICH ARE CULTURALLY APPROPRIATE TO CLIENTS.

The organisation must be able to demonstrate to an Outreach Worker that:

1. Where the organisation works across cultures, it makes available to clients the names of organisations who offer a culturally specific service.
2. Where Iwi Social Services and Cultural Social Services exist in the same area, that protocols are negotiated with these organisations for consultation and referral, if chosen by clients.
3. Evidence that the interests of the child or young person are the first and paramount consideration.

The sort of things which an Outreach Worker will be looking for in assessing cultural appropriateness may include:

- A statement from the organisation about their ethnic base and that of the target client group.
- Employment of staff on a paid, voluntary or contract basis who reflect the ethnicity of the actual client group.
- Resources are available to provide cultural advice where appropriate.
- Training for staff and volunteers in culturally appropriate service delivery.



STANDARD 4: ASSESSMENT

ALL ORGANISATIONS HAVE A PROCESS FOR INVESTIGATING AND ASSESSING REFERRALS WHICH HAVE BEEN ACCEPTED.

Child and Family Support Services work to improve the functioning of families and the lives of children and young persons within these families. Family problems are complex, they can range from minor stress to situations where children and young persons are in serious danger of severe harm or death. It is often difficult to know what is happening in a family and what involvement should take place or when to become involved. Organisations need a system for assessing the family situation and determining what is the best action to take. At any point it may become clear that there is evidence that the child or young person is in need of care and protection and the matter may be referred to NZCYPS (or to the Police).

The Outreach Worker will be wanting to look at how the organisation deals with investigation and assessment of referrals which have been accepted.

The organisation must be able to demonstrate to an Outreach Worker that:

1. Referrals to a Care and Protection Co-ordinator meet the legislative requirements.

Referral to Care and Protection Co-ordinator, Section 19 of the CYPF Act now outlines the process for agencies making referrals to NZCYPS and specifies the information needing to be presented to the Care and Protection Co-ordinator.

The information required is:

- i) the reasons for believing the child or young person concerned is in need of care or protection,*
- ii) identification of persons, bodies or organisations that could be contacted to substantiate the belief, and a statement indicating whether or not the referral is being made with the consent or knowledge of the parents, guardians, or other persons having the care of the child or young person, or the family, whanau, or family group of the child or young person,*
- iii) any recommendation as to the course of action the Care and Protection Co-ordinator might take.*



The sort of things which the Outreach Worker will be looking for may include:

- **Information Gathering Stage**

The more information gathered the better an assessment will be. Information can be gathered from all family members, and with their permission, from wider family and friends. It is usual that there will be other agencies who have been involved. It is important, with permission from the family, to talk to these people too.

- **Forming an assessment**

This involves a formal process of organising all the information which has been recorded and answering the question, "what is happening in this family?", stating any areas of uncertainty and deciding what to propose as the appropriate action to improve the family situation.

- **Record Keeping**

All information gathered should be recorded accurately during the assessment so that it can be shared with the family later.

- **Decision Making**

This involves bringing all the information and proposals from the assessment to the family, for them to consider and determine the best possible action. In some cases the family will be told about the need to refer the matter to a Care and Protection Co-ordinator under section 19 of the CYPF Act.

- **Review**

As the assessment progresses, there needs to be constant review and checking. The focus of this is particularly on the safety of children and young persons. Review may be in the form of consultation with a senior staff member, regular case supervision or social workers working together in cases where there are serious concerns about the well-being of children or young persons.



STANDARD 5: PLANNING

ALL WORK WITH CHILDREN, YOUNG PERSONS AND FAMILIES IS CARRIED OUT ON THE BASIS OF A PLAN.

The organisation must be able to demonstrate to an Outreach Worker that:

- 1. All plans reflect the principle that the welfare and interest of the child or young person are the first and paramount consideration.**

In all work with children and young persons and families, the welfare of children and young persons and their interests are to be the first and paramount consideration, having regard to the principles in section 5 and section 13 of the CYPF Act. While good casework involves a social work relationship with the family, the purpose of the relationship is to achieve the safest and most positive outcomes for the child or young person. This must be achieved while also strengthening and maintaining the child or young person's relationship with their family, whanau and family group.

- 2. All plans are consistent with the provisions of the CYPF Act and are in a written form on file.**
- 3. All plans for children, young persons and their families are reviewed and progress noted.**

All plans which involve the provision of care for children and young persons outside their family, whanau or family group, are subject to a casework review within 28 days, if they are under a Section 139 agreement. Where a child is under a Section 140 agreement, they should be subject to a casework review after a month if the child is under 7 years and after 2 months if the child or young person is over 7 years.

All plans which do not involve the provision of care for children and young persons should be subject to a casework review within 3 months.

In addition to this are the formal review of plan time frames imposed as part of a Court order – section 134 sets these at no later than 6 months from the date of the making of the order for a child under 7 years and no later than 12 months from the date of the making of the order for a child or young person over 7 years.



The sort of things which an Outreach Worker will be looking for to assess planning for children, young persons and their families may include:

The suggested aspects of a plan:

- Note that the relevant principles of the CYPF Act are covered.
- The identified and expected outcomes for the child or young person.
- Strategies to achieve identified and expected outcomes.
- Resources involved and the way in which the plan is to be monitored.
- A care plan, where required, that is appropriate to the period of care.
- All the details of the child's or young person's health, education and family history, with contact names and addresses of family.
- The expected period of placement.
- Goals for regular contact and visiting by family and usual caregivers.
- Services and support to be provided for the placement.
- Arrangements for continuing school attendance for all children and young persons of school age.
- Review procedures for the plan.
- Processes for the regular monitoring of the child's or young person's safety and well being.
- The time and circumstances where family members can resume care of a child or young person.



STANDARD 6: PLACEMENT

ALL ORGANISATIONS HAVE IDENTIFIED PLACEMENT PROCEDURES.

The sort of things which the Outreach Worker will be looking for when placements are made must include:

1. **Evidence that the selection of a care-giver for a child or young person is made within family, whanau, hapu, iwi or family group wherever possible.**

Exploration of all possible members of the wider family, whanau, hapu, iwi or family group for the provision of care takes place before consideration is given to a non-family placement, followed by exploration of possible care-givers amongst a child's or young person's significant adults. These adults may be friends of parents, involved neighbours, or members of the church or other religious groups.

There will be circumstances when emergency placements are made before full exploration can take place. It is expected that as soon as possible efforts would be made to find a family group member to provide the care.

2. **Placement of a child or young person with a non-family member is recorded in the plan.**
3. **All temporary care where any parent or guardian is temporarily unable or unwilling to care for the child or young person is provided under the provisions of a s.139 Temporary Care Agreement.**

In emergency situations, this may be done verbally, but is to be followed up with a written agreement, with parents or guardians as soon as possible.

4. **Temporary Care Agreements do not exceed 28 days and a further single extension of 28 days if the parent or person having the care of a child or young person is, or will be, unable to resume the care of the child or young person at the end of the first 28 days and agrees to the further extension.**

Continued...



5. Section 140 Agreements do not, in the case of a child under 7 years, exceed 6 months.

6. In the case of children or young persons over 7 years, the agreements do not exceed 12 months in duration.

For Section 141 and 142 Agreements, organisations are referred to the new Standards for Child and Family Support Services Providing Care for Children and Young Persons with Severe Disability.

7. The placement reflects that the interests of the child or young person are the first and are paramount consideration.



STANDARD 7: MATCHING OF NON-FAMILY CARE-GIVERS TO CLIENTS

**ALL ORGANISATIONS HAVE IN PLACE A PROCEDURE FOR
MATCHING NON-FAMILY CARE-GIVERS.**

The sort of things which an Outreach Worker will be looking for in the selection of proposed care-givers for a client may include:

- **Matching the client to care-givers with the same culture and within the locality of the client.**

Organisations often maintain a group of care-givers who are able to care for children and young persons at short notice. Care-givers should be drawn from a diverse range of cultures and localities so that placements can be made appropriately. The care-giver group should be regularly reviewed to ensure that care-givers are available, well trained and still match the client group.



STANDARD 8: REVIEW OF PLACEMENTS

ALL ORGANISATIONS HAVE PROCEDURES FOR THE SUPPORT AND REVIEW OF PLACEMENTS.

The sort of things which an Outreach Worker will be looking for in support of placements may include:

- Supervision of the placement which includes visits by the social worker to the care-giver to monitor progress of the placement and to provide support to the care-giver.
- Review of placement which includes both a formal process for the casework review of a placement at the point specified in the care plan as well as the on-going review as part of the supervision of a placement.
- Termination of care which ensures that there is a process for ending the placement which deals with the needs of children or young persons to maintain contact with care-givers with whom they have formed attachments.



STANDARD 9: RETURNING HOME

ALL ORGANISATIONS ENSURE THAT THERE IS A PROCESS WHICH FACILITATES THE CHILD OR YOUNG PERSON TO RETURN HOME.

The organisation must be able to demonstrate to an Outreach Worker that there is:

1. Consideration of any conditions relating to the supervision of the home situation for children and young persons in custody which may be part of the Court order.
2. Where Counsel for the Child is appointed for a child or young person in custody pursuant to a Court order there should be consultation with Counsel prior to their return home.
3. Evidence that the interests of the child or young person are the first and paramount consideration.

The sort of things which an Outreach Worker will also be looking for in the process of returning children home may include:

- The maintenance of contact with usual care-givers by children and young persons while they are in care.
- Assessment of the family situation prior to return.
- Discussion with and preparation of the family for return of the child or young person.



STANDARD 10: PROVISION OF CARE

ALL ORGANISATIONS HAVE PROCEDURES WHICH ENSURE THAT THE CARE PROVIDED FOR CHILDREN AND YOUNG PERSONS MEETS THEIR INDIVIDUAL NEEDS FOR SAFETY AND NURTURE.

The organisation must be able to demonstrate to an Outreach Worker that there is:

1. Provision of adequate physical care (e.g., food, clothing, shelter).
2. Provision of emotional, psychological, social, spiritual and cultural care that is appropriate to the child or young person.
3. Provision of care in a family setting which is age-appropriate.
4. Provision of care which addresses the child's or young person's individual health, educational and recreational needs.
5. Provision to keep children and young persons safe from situations of risk or harm including emotional, sexual or physical abuse.
6. Evidence that the interests of the child or young person are the first and paramount consideration.

The sort of things which the Outreach Worker will be looking for may include:

- Providing an atmosphere that is welcoming to families/whanau.
- Providing safe recreational areas and equipment around the home.
- Providing access to appropriate medical care for children and young persons when necessary.
This may include clear and recorded procedures for administering/self-administering medication; a first aid kit must be readily accessible.
- Establishing health and safety procedures to prevent accidents and to ensure maximum physical safety for children and young persons.
- Where day or overnight outdoor pursuits activities are undertaken, there is a safety procedure in place containing:
 - the policy for travel in vehicles and boats which specifies the compulsory use of seat belts, life jackets and child safety restraints for young children;
 - a plan to cover emergencies likely to be encountered such as flooding, accidents or fire which designates staff responsibilities;
 - the location of the first aid kit and the name of the staff person responsible for this; and
 - a policy specifying the compulsory use of protective clothing for wet weather and other activities, for example caving, or rafting.



STANDARD 11: DISCIPLINE

CHILDREN AND YOUNG PERSONS ARE NOT PHYSICALLY PUNISHED, OR DISCIPLINED OR TREATED IN A WAY THAT IS DEGRADING OR HUMILIATING OR CAUSES UNREASONABLE FEAR OR ANXIETY. ALTERNATIVE METHODS OF DISCIPLINE ARE EMPLOYED.

The organisation must be able to demonstrate to an Outreach Worker that there is:

1. A Code of Practice which specifies alternative methods of discipline.

The code should:

- be written;
- be available to all staff, care-givers, and clients;
- state that any form of physical or emotional punishment is not acceptable;
- outline alternative methods of discipline to be used in the service;
- provide evidence that the interests of the child or young person are the first and paramount consideration.

The sort of things which the Outreach Worker will be looking for in the organisation may include:

- Material available to staff detailing alternative forms of discipline.

Pamphlets are available from the office of the Commissioner for Children which cover how to encourage good behaviour without using physical punishment.



STANDARD 12: PROCEDURE FOR COMPLAINTS

ALL ORGANISATIONS HAVE A POLICY FOR DEALING WITH COMPLAINTS ABOUT STAFF/CARE-GIVERS, WHICH IS WRITTEN, GIVEN AND IS EXPLAINED TO FAMILIES AND YOUNG PERSONS.

The sort of things which the Outreach Worker will be looking for in a complaints procedure may include:

- Prompt and time limited investigation of all allegations.
- Investigation by a person appointed by the Governing body of the Child and Family Support Service.
- Accurate recording of all investigations.
- Sharing conclusions and recommendations of all investigations with the care-giver/staff member in a face to face interview.
- Protocols to ensure that where there is an allegation of abuse and where there is concern about the safety of the child or young person, the matter may, at the discretion of the organisation, be referred to NZCYPS for investigation, under Section 15 of the CYPF Act.



STANDARD 13: RECRUITMENT OF STAFF AND CARE-GIVERS

ALL ORGANISATIONS HAVE A WRITTEN POLICY FOR THE RECRUITMENT OF APPROPRIATE, SKILLED CARE-GIVERS AND STAFF

The sort of things which an Outreach Worker will be looking for in a recruitment policy may include:

- A policy for recruitment that complies with the Human Rights Act (1993) and EEO policy.
- A policy for recruiting care-givers and staff, which includes assessment of skills and qualities, requesting references and speaking to referees.
- That the organisation employs people on the basis of a job description and person specification.
- The job description states which skills are required for the position and the expected qualification and/or training, and experience.
- Social work or similar staff undertake the powers, duties and functions conferred or imposed by the legislation.



STANDARD 14: VETTING OF STAFF AND CARE-GIVERS

ALL ORGANISATIONS HAVE PROCEDURES TO ENSURE THAT UNLESS THERE ARE EXCEPTIONAL CIRCUMSTANCES, NO PERSON WITH A CRIMINAL CONVICTION FOR SEXUAL CRIMES OR CRIMES OF VIOLENCE AGAINST THE PERSON IS EMPLOYED, IN A PAID OR VOLUNTARY CAPACITY.

The organisation must be able to demonstrate to an Outreach Worker that:

1. All prospective staff and care-givers are requested to sign a statement declaring any convictions which they have for crimes of violence against the person, sexual crimes or for dishonesty.
2. Unless there are exceptional circumstances, no person with any conviction for sexual crimes is to be employed (including care-givers and others in a voluntary capacity) by the organisation, and no person with a conviction for dishonesty, e.g.; fraud, is to be involved with the finances of the organisation.

Providers need to be aware that some sexual crimes have subsequently been decriminalised; e.g. Homosexual Law Reform Act (1986). It is not NZCFA's intention that this standard should apply to decriminalised acts.

3. Providers must review the declarations and assess the risk to clients, finances and colleagues.

There may be times where special circumstances exist and an organisation wishes to propose to NZCFA an arrangement whereby the person concerned can be involved in some temporary way with the organisation.

These proposals should detail the circumstances and address matters of supervision and control of the person.

4. There is evidence that the interests of the child or young person are the first and paramount consideration.

The sort of things which an Outreach Worker will be looking for in a staff vetting procedure may include:

- Evidence that referees have been contacted.
- Evidence that declarations are reviewed by the employing organisation and that any risk to clients from staff and care-givers past convictions has been assessed.



STANDARD 15: STAFF AND CARE-GIVER TRAINING

ALL ORGANISATIONS ENSURE THAT STAFF MEMBERS, CARE-GIVERS AND VOLUNTEERS ARE SUFFICIENTLY COMPETENT TO CARRY OUT THEIR TASKS.

The sort of things which an Outreach Worker will be looking for in training may include:

- Job descriptions which clearly define all staff and care-givers roles and responsibilities.
- Induction training for all new staff and care-givers.

This induction training should include an overview of the CYPF Act (principles and objects and amendments), with particular reference to the Care and Protection provisions; an overview of the Guardianship Act; organisational procedures for dealing with allegations of abuse, disclosures of abuse, and the organisational Code of Practice for discipline.

- A forward training plan prepared on an annual basis for all staff and care-givers.



STANDARD 16: STAFF AND CARE-GIVER SUPERVISION

ALL STAFF, VOLUNTEERS AND CARE-GIVERS RECEIVE REGULAR SUPERVISION.

The sort of things which an Outreach Worker will be looking for may include:

- Amount of supervision for paid full time social work staff. It is expected that these staff would receive at least 1 hour supervision per week.
- Amount of supervision for care-givers with children or young persons placed with them.

It is expected that care-givers would receive no less than 1 hour supervision per month.

Supervision refers to the regular review of all paid and unpaid workers performances in their jobs. It includes; support, guidance, and case review.

NOTE: Supervision may be provided on a voluntary or paid basis

- Other methods for supporting staff, e.g, team meetings, peer review.



STANDARD 17: MANAGEMENT STRUCTURE

ALL ORGANISATIONS HAVE A CLEARLY DEFINED MANAGEMENT STRUCTURE.

The organisation must be able to demonstrate to an Outreach Worker that:

1. A Director is appointed for the service, or a person is designated to act for that purpose and that the designation is stated in the person's position specification.

The sort of things which an Outreach Worker will be looking for in a management structure may include:

- A written statement identifying the organisation's philosophy/value base, with its goals clearly stated and including reference to the paramountcy of the interests of the child.
- A written statement which identifies the management structure of the organisation.

The management structure refers to the system of decision-making within the organisation, and includes the roles and responsibilities of members of the organisation.

- Evidence that the organisation is managed according to its constitution, rules, charter or act of Parliament.
- The Governing board has developed guidelines to deal with situations where staff members are also appointed to the Governing board which distinguish between the responsibilities and duties of the staff position and the role of board member.
- Where staff members are also on the Governing body of the organisation that the Governing body accepts responsibility for the supervision of the performance of the separate roles (of board member and staff member) of any member of the Governing body.
- The Governing board has developed criteria and information for the election or appointment of board members.

continued ...



The criteria and information could include such matters as:

- the provision of material and explanation of the role and responsibilities of the Governing board to persons identified as potential members of the Governing board;*
- provision of written information from potential board members of their personal qualities, skills, commitment, experience, community influences or other attributes they could bring to the organisation;*
- establishment of a formal selection process for the appointment/re-appointment of members of the Governing board;*
- the selection or appointment of non-executive members to be a matter for the board as a whole;*
- all appointments to the Governing board to be confirmed in writing, setting out duties, terms of office, remuneration and its review;*
- developing an induction and training plan to ensure board members receive adequate training and briefing about their specific role on the board;*



STANDARD 18: FINANCIAL MANAGEMENT

THE FINANCES OF THE ORGANISATION ARE COMPETENTLY MANAGED.

The sort of things which the Outreach Worker will be looking for in financial management may include:

- A financial management system appropriate to the size and complexity of the service, which clearly shows how money is spent.
- An appropriate accounting system which is capable of producing accurate and timely financial statements.
- Forward financial planning (forecasting) to show that the organisation is financially viable over a period of time that allows the completion of work with children, young persons and families.
- Arrangements for the regular independent audit of accounts and that audited accounts are available for inspection.
- Adequate internal controls.



STANDARD 19: MONITORING

AN INTERNAL MONITORING SYSTEM IS SET IN PLACE.

The organisation must be able to demonstrate to an Outreach Worker that there are:

1. Accurate and up-to-date casework records kept which include the plans, reviews, outcomes and follow-up for each child or young person.
2. Recording and storage of personal information in respect of both staff and clients is in keeping with the Privacy Act 1993.
3. Points of evidence that the interests of the child or young person are the first and paramount consideration.

The sort of things which an Outreach Worker will be looking for in monitoring may include:

- Regular monitoring of the Child and Family Support Services as a whole.
It is expected that evaluation will include some form of client feedback on the service.
- That information records and storage policies comply with the Privacy Act 1993.



STANDARD 20: DISASTER MANAGEMENT

LOCAL CIVIL DEFENCE PLANS ARE MONITORED TO ENSURE THAT THE NEEDS OF CLIENTS CAN BE CATERED FOR IN THE EVENT OF A DISASTER.

The organisation must be able to demonstrate to an Outreach Worker that:

1. A Civil Defence plan, which has been reviewed by the Civil Defence Controller within the last two years, is displayed on the premises of the organisation.
2. There is a specific written plan for responsibilities in disasters, including the requirement to account to the Civil Defence Controller for all people on the premises of the organisation at the time of an emergency.
3. There is evidence of earthquake awareness and preparedness.
4. There is evidence that the interests of the child or young person are the first and paramount consideration.

The sort of things that an Outreach Worker will be looking for in an emergency plan may include:

- Evidence of liaison with other Community Groups in the area to ensure that adequate planning for any emergency is carried out.
- Evidence that earthquake emergency drills are carried out and emergency equipment and supplies are available.



STANDARD 21: OCCUPATIONAL HEALTH AND SAFETY

**THE WORK ACTIVITY OF INDIVIDUALS SHOULD NOT HARM
THEMSELVES OR OTHERS.**

The organisation must be able to demonstrate to an Outreach Worker that:

1. A safe working environment is provided and maintained.
2. A register of accidents and incidence of serious harm is maintained
3. The Department of Labour, Occupational Health & Safety Service is notified as soon as possible of any incident which falls within the definition of serious harm, as defined in the Health and Safety in Employment Act (1992), and that written confirmation of the incident is provided within 7 days.
4. The interests of the child or young person are the first and paramount consideration.

The sort of things that an Outreach Worker will be looking for in an occupational health and safety plan may include:

- Evidence of the provision and maintenance of facilities for the safety and health of employees, including volunteers, at work.
- Evidence that machinery and equipment in the place of work is designed, made, set up, and maintained to be safe for employees.
- Evidence that employees are not exposed to hazards in the course of their work.

A hazard can be defined as the potential cause or source of harm.

- Evidence that procedures are developed for dealing with emergencies that may arise while employees are at work.



GLOSSARY OF TERMS:

THESE ARE THE MEANING OF SOME OF THE TERMS USED IN THIS BOOKLET:

- **Assessment:** The initial process of looking at the Standards of a service which applies for Approval and continued review of Standards of an already approved organisation, within a 15 month time frame.
- **Approved with Conditions:** An Approval with conditional terms attached which must be met prior to the commencement of the service delivery.
- **Child Abuse:** The harming (whether physically, emotionally or sexually), ill treatment, abuse, neglect or deprivation of any child or young person.

Four forms of abuse are commonly identified. The following are simple working definitions.

Physical Abuse. All physical injuries to children where there is knowledge that the injury was not accidental, or knowingly not prevented.

Sexual Abuse. The use of a child for the sexual and/or physical gratification of someone who takes advantage of their power and/or the child's trust.

Neglect. Serious deprivation of children of necessities such as food, shelter, supervision appropriate to their age and essential physical and medical care.

Emotional Abuse. Negative attitudes and behaviours on the part of adults which severely impact on the child's emotional and physical development.

From "Protecting Children From Abuse – Beth Wood, Mandy Smith – Office of the Commissioner for Children."

- **Child and Family Support Service:** An organisation or body which has been approved under by NZCFA (to the Level 1 standards) Section 396 (3) of the Children Young Persons & Their Families (CYPF) Act. A CFSS is approved as suitable to provide custody, care and additional guardianship services to children and young persons.
- **Cultural Social Service:** An approved and incorporated body (being a body established by one or more cultural groups (not being iwi) within New Zealand) as a Cultural Social Service for the purposes of the CYPF Act.
- **CYPF Act:** The Children, Young Persons and Their Families Act 1989.
- **Declining:** The process when a new organisation or service under consideration is not suitable to act as the custodian or guardian of children or young persons or is



incapable of exercising the powers, duties, and functions conferred or imposed by the CYPF Act on a Child and Family Support Service and so has its application for approval declined.

- **Iwi Social Service:** An Iwi Social Service established by an Iwi which is approved (to these standards) under section 396 (1) of the CYPF Act as suitable to provide custody, care, and sole or additional guardianship services to children and young persons.
- **Monitoring:** The process by which information is regularly gathered for assessment by NZCFA.
- **Paramourncy:** The principle of maintaining the child or young person's welfare and interests as the first and upper-most consideration.
- **Relinquishing:** The process whereby an organisation or service which wishes to stop operating, agrees to their approval being revoked.
- **Revoking:** The process by which an organisation or service which no longer meets the standards has its approval status and legal authority under CYPF Act removed.
- **Submission:** A written statement by an organisation in reply to a recommendation to decline, suspend or revoke their approval status/application.
- **Suspending:** The process by which an organisation, body or service which is no longer meeting the standards is required to immediately (i.e. from time of notification) cease operation as an approved organisation or service under the legal authority of the CYPF Act.

PRINCIPLES OF THE ACT – EXTRACT:

General Principles

5. ***Principles to be applied in exercise of powers conferred by this Act – Subject to section 6 of this Act, any Court which, or person who, exercises any power conferred by or under this Act shall be guided by the following principles:***
 - (a) *The principle that, wherever possible, a child's or young person's family, whanau, hapu, iwi, and family group should participate in the making of decisions affecting that child or young person, and accordingly that, wherever possible, regard should be had to the views of that family, whanau, hapu, iwi, and family group:*
 - (b) *The principle that, wherever possible, the relationship between a child or young person*



and his or her family, whanau, hapu, iwi, and family group should be maintained and strengthened:

- (c) *The principle that consideration must always be given to how a decision affecting a child or young person will affect –*
 - (i) *The welfare of that child or young person; and*
 - (ii) *The stability of that child's or young person's family, whanau, hapu, iwi, and family group:*
- (d) *The principle that consideration should be given to the wishes of the child or young person, so far as those wishes can reasonably be ascertained, and that those wishes should be given such weight as is appropriate in the circumstances, having regard to the age, maturity, and culture of the child or young person:*
- (e) *The principle that endeavours should be made to obtain the support of –*
 - (i) *The parents or guardians or other persons having the care of a child or young person; and*
 - (ii) *The child or young person himself or herself – to the exercise or proposed exercise, in relation to that child or young person, of any power conferred by or under this Act:*
- (f) *The principle that decisions affecting a child or young person should, wherever practicable, be made and implemented within a time-frame appropriate to the child's or young person's sense of time.*

6. *Welfare and interests of the child or young person are paramount –* *In all matters relating to the administration and application of the Act (other than Parts iv and sections 351 and 360), the welfare and interests of the child or young person shall be the first and paramount consideration, having regard to the principles set out in sections 5 and 13 of this Act.*

General Duties

7. *Duties of Director-General –*

- (1) *It is the duty of the Director-General to take such positive and prompt action and steps as will in the Director-General's opinion best ensure –*
 - (a) *That the objects of this Act are attained; and*
 - (b) *That those objects are attained in a manner that is consistent with the principles set out in sections 5 and 6 of this Act.*
- (2) *In carrying out the duty imposed by subsection (1) of this section, the Director-General shall –*
 - (a) *Monitor, and advise the Minister on, the effect of social policies and social issues on children, young persons, families, whanau, hapu, iwi, and family groups:*



- (b) *Promote –*
 - (i) *The establishment of services (including social work services, family support services, and community-based services designed to advance the welfare of children and young persons in the community or the home); and*
 - (ii) *The adoption of policies (including the provision of financial support to parents, families, and family groups) – that are designed to provide assistance to children and young persons who lack adequate parental care, or require protection from harm, or need accommodation or social or recreational activities:*
- (ba) *In relation to child abuse –*
 - (i) *Promote, by education and publicity, among members of the public (including children and young persons) and members of professional and occupational groups, awareness of child abuse, the unacceptability of child abuse, the ways in which child abuse may be prevented, the need to report cases of child abuse, and the ways in which child abuse may be reported; and*
 - (ii) *Develop and implement protocols for agencies (both governmental and non-governmental) and professional and occupational groups in relation to the reporting of child abuse, and monitor the effectiveness of such protocols:*
- (c) *Ensure, wherever possible, that all policies adopted by the Department, and all services provided by the Department, –*
 - (i) *Recognise the social, economic, and cultural values of all cultural and ethnic groups; and*
 - (ii) *Have particular regard for the values, culture, and beliefs of the Maori people; and*
 - (iii) *Support the role of families, whanau, hapu, iwi, and family groups; and*
 - (iv) *Avoid the alienation of children and young persons from their family, whanau, hapu, iwi, and family group:*
- (d) *Establish and fund Care and Protection Resource Panels:*
- (e) *Establish procedures to ensure that the cases of children and young persons in respect of whom action has been taken under this Act are regularly reviewed in order to assess the adequacy and appropriateness of that action:*
- (f) *Ensure that persons providing services under this Act receive adequate training and comply with appropriate standards:*
- (g) *Monitor and assess the services provided under this Act by the Department and by other organisations, groups, and individuals.*



Care and Protection of Children and Young Persons

13. **Principles** – Subject to sections 5 and 6 of this Act, any Court which, or person who, exercises any powers conferred by or under this Part or Part III or sections 341 to 350 of this Act shall be guided by the following principles:

- (a) The principle that children and young persons must be protected from harm, their rights upheld, and their welfare promoted:
- (b) The principle that the primary role in caring for and protecting a child or young person lies with the child's or young person's family, whanau, hapu, iwi and family group, and that accordingly –
 - (i) A child's or young person's family, whanau, hapu, iwi and family group should be supported, assisted, and protected as much as possible; and
 - (ii) Intervention into family life should be the minimum necessary to ensure a child's or young person's safety and protection:
- (c) The principle that it is desirable that a child or young person live in association with his or her family, whanau, hapu, iwi, and family group, and that his or her education, training, or employment be allowed to continue without interruption or disturbance:
- (d) Where a child or young person is considered to be in need of care or protection, the principle that, wherever practicable, the necessary assistance and support should be provided to enable the child or young person to be cared for and protected within his or her own family, whanau, hapu, iwi, and family group:
- (e) The principle that a child or young person should be removed from his or her family, whanau, hapu, iwi, or family group only if there is a serious risk of harm to the child or young person:
- (f) Where a child or young person is removed from his or her family, whanau, hapu, iwi, or family group, the principles that, –
 - (i) Wherever practicable, the child or young person should be returned to, and protected from harm within, that family, whanau, hapu, iwi, and family group; and
 - (ii) Where the child or young person cannot immediately be returned to, and protected from harm within his or her family, whanau, hapu, iwi, and family group, until the child or young person can be so returned and protected he or she should, wherever practicable, live in an appropriate family-like setting –
 - That, where appropriate, is in the same locality as that in which the child or young person was living; and
 - In which the child's or young person's links with his or her family, whanau, hapu, iwi, and family group are maintained and strengthened; and (iii) where the child or young person cannot be returned to, and protected from harm within, his or her family, whanau, hapu, iwi, and family group, the child or young person should live in a new family group, or (in the case of a young person) in an appropriate family-like setting, in which he or she can develop a sense of belonging, and in which his or her sense of continuity and his or her personal and cultural identity are maintained:



- (g) *Where a child or young person cannot remain with, or be returned to, his or her family, whanau, hapu, iwi, and family group, the principle that, in determining the person in whose care the child or young person should be placed, priority should, where practicable, be given to a person –*
- (i) *Who is a member of the child's or young person's hapu or iwi (with preference being given to hapu members), or, if that is not possible, who has the same tribal, racial, ethnic, or cultural background as the child or young person; and*
 - (ii) *Who lives in the same locality as the child or young person:*
- (h) *Where a child or young person cannot remain with, or be returned to, his or her family, whanau, hapu, iwi, and family group, the principle that the child or young person should be given an opportunity to develop a significant psychological attachment to the person in whose care the child or young person is placed:*
- (i) *Where a child is considered to be in need of care or protection on the ground specified in section 14 (1) (e) of this Act, the principle set out in section 208 (g) of this Act.*

399. Revocation of approval –

- (1) *Subject to this section, where the Director-General is satisfied, in relation to any Iwi Social Service or Cultural Social Service or Child and Family Support Service, that proper standards of care are not being provided for the children and young persons who are in the custody or under the guardianship of that Social Service or Support Service, the Director-General may exercise either or both of the following powers:*
- (a) *If the Director-General considers that suspension of the approval of the Iwi Social Service or Cultural Social Service or Child and Family Support Service is desirable in the public interest, the Director-General may suspend the approval of that Social Service or Support Service:*
 - (b) *After giving the Social Service or Support Service not less than 60 days notice of the date on which the Director-General will consider the matter, the Director-General may revoke the approval of that Social Service or Support Service.*
- (2) *Where, under subsection (1) of this section, the Director-General revokes or suspends the approval of an Iwi Social Service or a Cultural Social Service or a Child and Family Support Service, the Director-General shall –*
- (a) *Give notice of the suspension or revocation to the Iwi Social Service or Cultural Social Service or Child and Family Support Service and the reasons for it; and*
 - (b) *Give notice of the suspension or revocation in the Gazette.*
- (3) *Every Iwi Social Service or Cultural Social Service or Child and Family Support Service to whom a notice is given under subsection (1) (b) of this section is entitled to make submissions to the Director-General, and the Director-General shall have regard to those submissions before deciding whether or not to revoke the approval of the Social Service or Support Service.*



APPLICATION FOR APPROVAL

The Organisation:

1. Name: _____

2. Postal Address: _____

3. Street Address: _____

4. Residence Address: (where applicable): _____

5. Telephone Number: _____

6. Fax Number: _____

7. Contact Person: _____

(Authorised to act on behalf of the group or organisation)

8. Legal Status of Organisation: e.g. Incorporated Society, Charitable Trust etc

9. Does the Organisation have a Constitution, Rules or Charter?

(Please tick one)

Yes No

If yes, please attach a copy. If no, outline the aims and purpose of your organisation on a separate sheet, and attach to this application.

STATUTORY DECLARATION

1. _____

(Name of Organisation)

2. _____

(Postal Address)

I Declare That:

- All details and information supplied in this application are, to the best of my knowledge, true and correct.
- I make this solemn declaration conscientiously believing the same to be true by virtue of the Oaths & Declarations Act 1957.

Declared at _____ this _____ day

of _____ 199 _____

Signed _____

(PERSON AUTHORISED TO ACT/SIGN ON BEHALF OF THE ORGANISATION)

Signed as witness, _____

(SOLICITOR, JUSTICE OF THE PEACE, NOTARY PUBLIC OR OTHER PERSON
AUTHORISED TO MAKE A STATUTORY DECLARATION)

Date _____

Date Due

2/5/95
15/7/95

NEW ZEALAND

COMMUNITY FUNDING AGENCY

